



Hendry County Sheriff's Office

General Order 14.2

TITLE: Retirement	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: February 11, 2019	REVISION DATE: May 23, 2019
RELATED REFERENCES: § 112.193, F.S., Chapter 121, F.S., GO 17.1: Insurance and Benefits Program	
CFA:	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 23, 2022

I. PURPOSE: The purpose of this order is to provide a policy/procedure concerning member retirement.

II. SCOPE: This order shall apply to all sheriffs' office members.

III. POLICY:

- A. The Sheriff's Office participates in the Florida Retirement System (FRS). Employees who meet the age and service requirements of the Florida Retirement System (FRS) may retire from the Sheriff's Office pursuant to established Florida law governing the system.
- B. Rules governing the retirement provisions for the various classes of employees, and information on credited service, vesting, designation of beneficiary, retirement options, normal and early retirement, disability/death benefits, etc., are fully outlined in the FRS Retirement Guide. Guides are provided to employees by Human Resources or employees can go to myFRS.com for program information.
- C. To fund the retirement program, both the Sheriff's Office and employees contribute an amount specified by FRS for the various classes of employee retirement programs.
- D. The Sheriff's Office provides a deferred compensation program for the purpose of supplemental retirement income; refer to *GO 17.1: Insurance and Benefit Programs*.
- E. Human Resources assists employees in obtaining information on the retirement process, FRS, and deferred compensation.
- F. Provisional Retirement Awards
 - 1. When a sworn employee is retiring and meets the age or length of service provisions of the FRS, honorably and in good standing, the employee may be presented retirement awards as follows:
 - a. After completing 10 continuous years of service:
 - (1) Credentials: badge and an identification card clearly marked "RETIRED".
 - (2) Plaque with engraved Hendry County Sheriff's Office star.

- b. After completing 20 continuous years of service:
 - (1) Awards applying to 10 continuous years above, except plaque will have mounted star;
 - (2) Option of receiving next rank
 - c. After completing 25 continuous years of service:
 - (1) Awards applying to 10 and 20 years continuous service above;
 - (2) Employee's service handgun, if one was issued as part of the employee's equipment. Release of Agency Weapon form will be completed.
 - (3) At the request of a sworn employee upon retirement, in accordance with FS 112.193, the Sheriff may authorize the retiring employee to receive one complete Class A uniform, to include the badge worn by that employee, for burial purposes to commemorate prior service.
 - 2. When a civilian employee retires under any provision of the FRS, honorably and in good standing, the Sheriff will determine the appropriate recognition of the employee's career.
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IV. PROCEDURE:

- A. Employees are encouraged to contact The Human Resources Office to schedule a meeting with Human Resource approximately 30-45 days prior to the anticipated separation date.
- B. In order to separate in good standing, retiring employees must submit a retirement memo no less than two weeks prior to their separation/retirement date. Retirement memos shall be submitted to the Sheriff via chain of command and include the following information:
 - 1. Anticipated retirement date
 - 2. Years of continuous service
 - 3. All requests for provisional retirement awards
 - 4. Request to become a reserve deputy or volunteer, if applicable
 - 5. Any additional special requests.
- C. Retiring employees may elect to participate in the county's retiree insurance and benefits program. Arrangements should be made with Human Resources 30 days prior to the employee's anticipated separation date.
- D. Retirees who wish to seek re-employment with HCSO should contact the Florida Retirement System (FRS) at 1-888-738-2252 to determine eligibility.
- E. Retirement Plaque Guidelines

1. Plaques must be coordinated through and ordered by the Office of the Sheriff unless otherwise authorized by that office.
 2. To request a plaque, units must provide a memorandum stating all pertinent information (dates, correct name(s), total years of services with HCSO, ID numbers, etc.) via chain of command to the Office of the Sheriff.
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V. GLOSSARY:

Florida Retirement System (FRS) - The retirement system established in December 1970 to consolidate the existing state-administered retirement systems and provide a retirement, disability, and survivor benefit program for participating state and local government employees. Today, the Florida Retirement System is a single retirement system consisting of two primary retirement plans and other nonintegrated programs administered under chapter 121, Florida Statutes. The primary plans are a defined benefit plan established under part I and a defined contribution plan established under part II. Members under both plans participate in the following membership classes: The Regular, Special Risk, Special Risk Administrative Support, Senior Management Service, and Elected Officers' Classes. In addition to these two primary plans, alternative optional defined contribution programs are available for specified employee groups under part I, including the State University System Optional Retirement Program, the State Community College System Optional Retirement Program, and the Senior Management Service Optional Annuity Program.

RETIREMENT – Members who meet the requirements of the Florida State Retirement System, as defined in Florida Statute Chapter 121, are eligible for retirement from the HCSO. The request shall be initiated by the employee through their chain-of-command to the Sheriff.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.